



**VIRGIN ISLANDS NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
4031 LA GRANDE PRINCESSE, LOT 1B  
CHRISTIANSTED, VI 00820-4353**



**TECHNICIAN VACANCY ANNOUNCEMENT # 12-011**

**Position Title:** Human Resources Assistant (Military)  
**Open Date:** 27 December 2011  
**Closing Date:** 27 January 2012  
**Series/Grade:** GS-0203-06  
**Salary Range:** \$33,463 to \$43,500 (plus Cola of 17.23%)  
**Type of Appointment:** Excepted  
**Military Grade Required:** E-3 to E-5  
**Compatible MOS:** CMF 42  
**Duty Location:** Joint Force Headquarters Building  
**Selecting Official:** COL Linda A. Cills  
**Area of Consideration:** Virgin Islands Army and Air National Guard Members

**Virgin Islands Air National Guard member must be eligible to acquire membership in the Virgin Islands Army National Guard in an available and compatible military grade for the excepted technician position.**

**Position Duties**

This position is located Military Personnel Office (MILPO). The purpose of this position is to provide administrative assistance to one or more of the programs assigned within the MILPO. Serves as a reviewer or processor of actions in, but not limited to: officer, enlisted, boards, retirement, education, automation, personnel plans, mob-readiness, health services, and Soldier Family services. Provides administrative support for the programs assigned to the MILPO. Researches and obtains all necessary relevant information regarding cases and issues. Provides support to maintain a variety of automated systems and interfaces used to manage service members both locally and statewide. Participates in unit Soldier Readiness Processing (SRP) and in organizational inspection program. Performs other duties as assigned.

**Qualification Requirements**

**General Experience:** Administrative or clerical experience, education, or training which demonstrates the candidate's ability to perform the duties of the position. Experience using computer and automation systems.

**Specialized Experience:** Must have at least 9 months experience, education or training that provided knowledge of general office work which may include but is not limited to: answering telephones, receiving and distributing mail and maintaining records. Experience following oral or written instructions to accomplish work. Experience establishing and retrieving files and information. Experience using common computer software designed for word processing.

**Knowledge, Skills and Abilities (KSAs):** Applicants who meet the eligibility requirements will be further evaluated by the Selecting Official based on the following KSAs considered essential to perform the duties and responsibilities of this position:

- Extensive knowledge of the overall requirements, objectives, practices, and peculiarities of the assigned program area. Sufficient to advise lower graded personnel or lower echelons on assigned actions or cases.
- Knowledge of military personnel administration and related policies, regulations, and procedures; ability to interpret and apply regulations and precedents to perform a complete review of records and case documentation; and ability to identify discrepancies and provide recommendations or alternatives to situations encountered.
- Knowledge of requirements for proposed action to ensure that documentation is correct and sufficient and that all levels of legal, medical, and administrative review are complete.
- Ability to deal cooperatively with others to obtain needed information, to complete required case processing, and to explain decisions or recommendations to interested parties.
- Skill in compiling information and preparing reports.
- Ability to plan and organize work.
- Knowledge of military organizational structures, protocol, and similar matters.

#### **Condition of Employment**

1. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (SRIP).
2. Wear of military uniform.
3. Security clearance must be obtainable if required.
4. Enrollment in Electric Fund Transfer (EFT).
5. Failure to complete NGB prescribed course at the National Guard Professional Education Center (PEC) within the first year of employment as required by this position may be cause for reassignment to another full-time position or termination unless there are extenuating circumstances that preclude the full-time member from course attendance.

#### **Application Instructions**

Describe in detail your military and civilian experience (paid or unpaid), training and education to include degrees and transcripts. Include job titles, starting and ending dates of related experience which should include a month and year (e.g. January 2008-Present). You should also include your military grade, unit of assignment, and MOS.

Your application package **must** have these documents to be considered:

Optional Form 612 **or** Resume  
Non-flagging Memorandum

**THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

**All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.**

Deliver or mail your complete application to:

Virgin Islands National Guard  
Joint Force Headquarters  
ATTN: HRO - SSG Zera J. Louis  
4031 La Grande Princess Lot 1B  
Christiansted, VI 00820-4353

Application package must be delivered or post marked by the closing date of this announcement to be considered. Business hours are Monday to Friday, 0800 to 1700 hours. All applications will be retained for our records. No binders please.



KARA A. SCHJANG  
LTC GS  
Human Resources Officer

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## INSTRUCTIONS FOR COMPLETING A RESUME

The Federal government does not require a standard application form for most jobs, but need certain information to evaluate your qualifications. Your application or resume speaks for you. You will lose consideration for a job if your resume or application form does not provide ALL the information requested. The following is mandatory information that must be provided in order for agencies to make employment decisions.

A. JOB INFORMATION

- (1) Announcement number, title, and grade of the job you are applying for.

B. PERSONAL INFORMATION

- (1) Full name, mailing address and a telephone number.

C. EDUCATION

- (1) High School – where and when (date) you earned diploma or GED.
- (2) College – where, when (date), majors and if no degree show credit hours earned indicating if semester or quarter hours.

D. WORK EXPERIENCE – Give the following for each paid or non-paid work experience related to the job your are applying for (do not submit job descriptions).

- (1) Job title, series, and grade if you occupy a Federal job.
- (2) Duties to include additional duties and accomplishments.
- (3) Employers name and address.
- (4) Supervisor's name and telephone number.
- (5) Starting and ending dates including month and year.
- (6) Hours worked per week and salary.
- (7) Indicate if we may contact your current supervisor.

E. OTHER QUALIFICATIONS

- (1) Job related skills, for example, computer software/hardware, tools, machinery, other languages, typing speed.
- (2) Current job related licenses.
- (3) Job related honors, awards, and special accomplishments, for example publications, memberships in professional or honorary societies, public speaking, leadership, activities, and performance awards (give dates, but do not send copies).
- (4) Job related training courses (title and dates).

F. CERTIFICATION:

- (1) **Applicants must sign their resume certifying to the accuracy of all information provided.**